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Security Information

OFFICE OF TRAINING

NOTICE
NO. 20-53

4 August 1953

SUBJECT: Vital Materials Program

REFERENCE: CIA Regulation [] 14 July 1951

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STAT

1. GENERAL:

The referenced regulation established a Vital Materials Program within CIA. Documents, books, papers, maps, etc., that are considered vital are to be identified and transferred to a repository for safe-keeping. To date, a negligible amount of material has been placed in the repository by the Office of Training. Immediate action must be taken to carry out OTR's responsibilities under the program. Within OTR, the program will be administered by an Area Records Officer. Pending the selection of the Area Records Officer and the completion of a study as to the best method of screening materials now in OTR files, the Vital Materials Program will be placed into effect under the Administrative Officer, OTR, insofar as it relates to materials originated or received on or after 1 August 1953.

2. VITAL MATERIALS

Vital materials are defined as those specific items in the possession of CIA which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute a serious or irreplaceable loss.

3. RESPONSIBILITIES

a. The Deputy Directors, OTR, and Staff and Division Chiefs, OTR, are responsible for establishing criteria for identifying vital materials within their units and establishing procedures for transmitting such materials to the Administrative Officer, OTR, for deposit.

b. The Administrative Officer, OTR, will:

(1) Assist and advise Staff and Division Chiefs, OTR, in the identification of vital materials.

(2) Transmit all vital materials to the CIA Records Officer for placement in the repository.

This document is part of an integrated file. If separated from the file it must be given individual systematic review.

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(3) Maintain necessary records of OTR materials placed in the repository.

(4) Arrange for reproduction of material as required.

4. PROCEDURE

Effective 11 August 1953, a copy of all vital materials will be forwarded to the Administrative Officer, OTR, by 5:00 p.m. on Tuesday of each week. Each item for deposit as well as the retained file copy will be stamped "Vital Material" and one of the following statements will be written beneath the stamp:

- (1) Hold for _____ months and destroy.
- (2) Indefinite retention (write "IR").
- (3) Hold for _____ months and return.
- (4) Hold for future substitution.


MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel